MCCA RENEWAL INSTRUCTIONS

2015-2016

To process your MCCA renewals through Gateway, please follow these steps:

1. Login to Gateway
2. Select the “non-catalog item” link from the Homepage under the Shop Everything Bar
3. Select “SHI MCCA” as the supplier
4. Enter individual line items for the software you are renewing
   o Please note that a quote needs to be provided as backup for orders over $10,000
5. Once the PO is approved, it is coded for “manual” distribution
6. Use the PO number to renew your MCCA through the SHI website
7. Print out a copy of the PO for you records if needed